

CHAPTER 11 ADDENDUM C

FI TO MCS TRANSITION GUIDE

DATES	OUTGOING FI CONTRACTOR	TMA	INCOMING MCS CONTRACTOR
Contract Award Through Start of HCD	Continues to use the DCS to resolve potential duplicate claim sets.	Loads identifying and other information regarding the incoming MCS contractor, the contract and region into the DCS. 30 - 45 days prior to the start of HCD, TMA installs DCS software and trains the incoming MCS contractor staff on the use of the DCS using test region data.	Purchases, configures and tests computer hardware, software and communications links required to operate the DCS no later than 60 days prior to the start of HCD.
Start of HCD Through The Last Day of The Second Month Following The Start of HCD	Continues to use the DCS to resolve potential duplicate claim sets. The outgoing FI contractor shall have moved 100% of all "OPEN" DCS claim sets to a "PENDING", "VALIDATE", or "CLOSED" status.	TMA begins the ongoing process of identifying and loading potential duplicate claim sets associated with the incoming MCS contractor.	Incoming MCS contractor begins using the DCS to resolve identified potential duplicate claim sets "owned" by the incoming MCS contractor.
Last Day of The Second Month Following The Start of HCD	At the close of business, the outgoing FI contractor shall cease researching "OPEN" claim sets and initiating new recoupments associated with duplicate claim payments.		Continues researching and resolving potential duplicate claim sets.

NOTE: This schedule shall be incorporated into the transition plans for the outgoing FI and the incoming MCS contractor. Actual dates shall be established in the transition plans.

DATES	OUTGOING FI CONTRACTOR	TMA	INCOMING MCS CONTRACTOR
First Day of The Third Month Through The Last Day of The Third Month Following HCD	Outgoing FI contractor shall continue to enter refund data and link adjustment data for "PENDING" and "VALIDATE" sets in the DCS.	Submits work order, to be executed on the first day of the fifth month following HCD, to delete the outgoing FI contractor's Sybase passwords from the DCS. Submits work order, to be executed on the first day of the fifth month following HCD, to perform the "mass change" required to transfer the outgoing FI contractor DCS sets to the incoming MCS contractor.	Continues researching and resolving potential duplicate claim sets.
Last Day of The Third Month Following HCD	At the close of business, the outgoing FI contractor shall cease entering refund data and linking adjustment data in the DCS.		Continues researching and resolving potential duplicate claim sets.
First Day of The Fourth Month Through The Last Day of The Fourth Month Following HCD	Outgoing FI contractor shall generate any DCS reports it wishes for its records.	TMA generates DCS management reports showing the status of all DCS sets owned by the outgoing FI contractor.	Continues researching and resolving potential duplicate claim sets.
NOTE: This schedule shall be incorporated into the transition plans for the outgoing FI and the incoming MCS contractor. Actual dates shall be established in the transition plans.			

DATES	OUTGOING FI CONTRACTOR	TMA	INCOMING MCS CONTRACTOR
First Day of The Fourth Month Through The Last Day of HCSR Submissions For The Outgoing FI Contractor (as defined by the transition schedule)	Beginning on the first day of the fourth month following HCD, refund checks received and offsets taken for recoupments associated with duplicate claims payments and recoupment files associated with in progress duplicate claim recoupments shall be processed and forwarded to the incoming MCS contractor in accordance with the Financial Procedures in the Transition Plan, the contract, and the COM-FI.		Continues researching and resolving potential duplicate claim sets.
First Day of The Fifth Month Following HCD	Outgoing FI contractor can no longer access the DCS.	<p>Outgoing FI contractor's Sybase passwords are deleted from the DCS.</p> <p>A "mass change" is initiated transferring all of the outgoing FI contractor's DCS data to the incoming MCS contractor's DCS.</p>	The outgoing FI contractor's DCS data appears on the incoming MCS contractor's DCS. The incoming MCS contractor begins performing DCS research, recoupment, and resolution functions on the transferred potential duplicate claim sets as well as continuing to resolve their own duplicate claim sets.
NOTE: This schedule shall be incorporated into the transition plans for the outgoing FI and the incoming MCS contractor. Actual dates shall be established in the transition plans.			

DATES	OUTGOING FI CONTRACTOR	TMA	INCOMING MCS CONTRACTOR
First Day of The Fifth Month Through The Last Day of The Sixth Month Following HCD			By the last day of the sixth month following HCD, the incoming MCS contractor shall have completed the required research and have moved a sufficient number of "OPEN" sets to a "PENDING", "VALIDATE", or "CLOSED" status to ensure compliance with DCS performance standards which become effective for the incoming MCS contractor on the first day of the seventh month following HCD.
First Day of The Seventh Month Following HCD		Generates DCS reports to verify that the incoming MCS contractor is in compliance with performance standards.	The DCS performance standards shall be in effect (see OPM Part One, Chapter 1, Section III.I for the DCS performance standards).
NOTE: This schedule shall be incorporated into the transition plans for the outgoing FI and the incoming MCS contractor. Actual dates shall be established in the transition plans.			